

Report for Week Ending 10 October 1956
From
PROJECTS STAFF and REPORTS AND CORRESPONDENCE

Numbered Projects

25X1A9a

Project 4-84 - VM Microfilming Project - Mr. [REDACTED] OCR/BR has requested that filming of the Biographic Register dossiers be stopped temporarily. A study is being made by OCR to determine whether filming of the entire collection will continue or whether summary sheets (hard copy) of selected dossiers will be deposited. It is expected that this decision should be available within the next two weeks.

Microfilming of Vital Materials in the Logistics Office has been completed.

No change in other numbered projects. 25X1A9a

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General Activity and Information - Mr. [REDACTED], DD/P, accompanied us on last week's trip to the repository to deposit and withdraw DD/P materials. Mr. [REDACTED] OO/Contacts, also accompanied us on last week's trip to assist Mr. [REDACTED] in bringing the OO/C card deposits up to a current status. 25X1A9a

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Mr. [REDACTED] OCR, met with Mr. [REDACTED] at the repository to complete the consolidation of OCR deposits on the availability register. This was one of the deficiencies recorded in the DD/I critique of Operation Alert. Mr. [REDACTED] will provide this office with a sample of the consolidated listing for our review next week. 25X1A9a

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Mr. [REDACTED] is working with Mr. [REDACTED] in developing a file system in OCR/SR.

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Mr. [REDACTED] met with the following to discuss the DD/I space problem: 25X1A9a

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Mr.
Mr.
Mr.

ORR
OCR
SA-DD/I

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As a result of this meeting: (1) Mr. [REDACTED] will follow up on the Records Management Staff's recommendation that map material for supplemental distribution be transferred to the Records Center, and (2) the Records Management Staff will investigate and report to Mr. [REDACTED] the feasibility of using mobile filing equipment.

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The pamphlet, "The Correct Angle" was completed and sent to the printer. Stock Management was requested to procure and stock 100 typewriter lift boxes. These two actions completed the adoption of Suggestion 1617 which was evaluated.

General Activity and Information (CON'T)

Completed fact finding on the establishment of a distribution system for Management Staff informational material. Findings will be presented informally to Mr. [REDACTED]. It appears that a special distribution pattern will have to be developed for material of interest to the clerical and supervisory (middle management) levels.



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